

District School Number School Name

Parent and Family Engagement Plan Budget Template 2020-2021 (Fund 48877)



PFEF Amount:
 Original Date Submitted:
 Revision Date:

**The budget should correspond with the Events on the Parent and Family Engagement Plan (Building Capacity section).
 Purchases should be allocable, supplemental, reasonable, allowable, and necessary.
 The final date for encumbering is March 31, 2021. P-Card usage is permissible if prior approval is received.**

6100/160 & 6100/200	Childcare for Parents attending approved Parent & Family Events (Specify Name and Date of Events)					
	Childcare - Hourly Rate = \$8.46; A PCF must be entered. (NN75MA - Job Code) Please note rate of pay will increase effective January 1, 2020.					
	Name of Event	Date of Event	Hourly Rate	# of Hours	# of Staff	Amount
1			8.46			\$0.00
2			8.46			\$0.00
3			8.46			\$0.00
Total of Salary						\$0.00
Benefits (@ 17.06%)						\$0.00

6100/160 & 6100/200	Translators for Parents attending approved Parent & Family Events (Specify Name and Date of Events)					
	Translators - Hourly Rate = \$10.00; A PCF must be entered. (NN67MA - Job Code)					
	Name of Event	Date of Event	Hourly Rate	# of Hours	# of Staff	Amount
1			10			\$0.00
2			10			\$0.00
3			10			\$0.00
Total of Salary						\$0.00
Benefits (@ 17.06%)						\$0.00
Total Cost for 6100/160 & 200						\$0.00

6100/369	Software Licenses for Parents' Usage Within Current Grant Period July 1, 2019 to June 30, 2020.					
	On the quote or receipt, the license term must be stated.					
	Name of Event	Date of Event				Amount
1						\$0.00
2						\$0.00
3						\$0.00
Total Cost for 6100/369						\$0.00

6100/370	Postage for Parent Mail Outs; cannot replenish. Must be purchased prior to events. (Specify Name and Date of Events)					
		Name of Event	Date of Event			
1						\$0.00
2						\$0.00
3						\$0.00
Total Cost for 6100/370						\$0.00

6100/390	Vendors providing Services/Training to Parents & Family. CONTRACT REQUIRED FOR SERVICES.					
	All vendor contracts must be submitted with your PFEF Plan & Budget to Title I office for review 4 weeks prior to the event. Title I will submit the contract to Policy and Compliance. Once approved, your school will be contacted. The PR must be entered at the time the contract is submitted for initial releases.					
	Name of Event	Date of Event				Amount
1						\$0.00
2						\$0.00
3						\$0.00
4						\$0.00
Sub Total						\$0.00

6100/390	Transportation for Parents, one day JTA bus pass or school bus. (Specify Name and Date of Events)			
		Name of Event	Date of Event	Method of Transportation
	1			Amount
	2			\$0.00
	3			\$0.00
Sub Total				\$0.00

6100/390	Printing for Parent Workshops (not using District Print Shop) i.e. Office Depot, Staples, etc.			
		Name of Event	Date of Event	Amount
	1			\$0.00
	2			\$0.00
	3			\$0.00
Sub Total				\$0.00
Total Cost for 6100/390 (Non-food)				\$0.00

6100/510 & 519	Purchasing from DCPS Storeroom - Materials for Parent Workshops/and/or Resource Room (please attach a storeroom order form to the PFEP Budget when submitting.) Cannot stockpile. Examples: Storeroom orders for Parent workshop(s); supplies; copy paper; printer ink/toners; pens; pencils; etc. Commitment 519 is for toners.			
		Item	Purpose	Amount
	1			\$0.00
	2			\$0.00
	3			\$0.00
Sub Total				\$0.00

6100/510	Printing for Parent Workshops (using District Print Shop)			
	A purchase order must be entered for a blanket printing PO.			
		Item	Purpose	Amount
	1			\$0.00
	2			\$0.00
Sub Total				\$0.00

6100/510	Purchasing from a Vendor - Materials for Parent Workshops &/or Resource Room. Please attach a quote. Examples: Educational materials for parents to borrow that are purchased from a vendor (Specify Vendor and Items); board games; read-a-long books; parenting resources; books, etc. (Please attach a quote to the PFEP Budget when submitting.)			
		Item	Vendor	Amount
	1	Zoom Participant Add-On (500) for Virtual Events		\$649.90
	2	Books Scholastic		\$1,761.10
	3			\$0.00
Sub Total				\$2,411.00
Total Cost for 6100/510 (Non-Food)				\$2,411.00

6100/640	Equipment for Parent Resource Center/Room (6100/640)			
	Computer and/or Printer/Scanner for Parent Involvement Center/Resource Room (If entering PR, check bid list.) Do not include toner cartridges they belong in the supplies lines.			
	Please attach a quote to the PFEP Budget when submitting.			
	Item	Vendor	Amount	
1		Emtec	\$0.00	
2		Emtec	\$0.00	
Total cost for 6100/640				\$0.00

FOOD & FOOD-RELATED ITEMS

* According to FLDOE, it is suggested that meetings do not occur during mealtimes and that light refreshments be provided. If meals other than light refreshments are served, a justification must accompany the PFEP Budget.

* Cost for food must be economically reasonable.

* Events and funds can be listed in one or both areas below based on the type of food being purchased for the event.

* DCPS is tax exempt - Always contact vendor before making PCARD purchases.

* Gratuity and tax are NOT allowed using Title I funds.

* No more than \$800 of the PFEP allocation can be used for food/food related items.

The commitment item 510 is for the purchase of light refreshments & other items from the store(s) related to parent and family engagement activities, i.e. coffee, tea, juice, cookies, napkins, plates, spoons & forks ("off the shelf.")

6100/510 Parent and Family Engagement Light Refreshments (Specify Name and Date of Events):			
	Name of Event	Date of Event	Amount
1	Literacy Night	11/5/2020	\$200.00
2	Math Night	10/1/2020	\$200.00
3	STEM Night	3/4/2021	\$200.00
4			\$0.00
5			\$0.00
6			\$0.00
7			\$0.00
8			\$0.00
Sub Total			\$600.00

The commitment item 390 is used when an order is placed with a vendor to provide services, i.e. pizza, sandwiches, wings, donuts and muffins ("an order is placed.")

6100/390 Parent and Family Engagement events "Orders are Placed" (Specify name and date of events):			
	Name of Event	Date of Event	Amount
1	Science Fair	1/14/2021	\$100.00
2	FSA Night	2/4/2021	\$89.00
3			\$0.00
4			\$0.00
5			\$0.00
6			\$0.00
7			\$0.00
8			\$0.00
Sub Total			\$189.00
Total Cost for Food (6100/510 AND 6100/390)			\$789.00

Grand Total for Parent and Family Engagement Allocation	\$3,200.00
Difference between PIP Amount and Grand Total (must equal zero)	\$0.00

For any questions related to this PFEP budget, please feel free to contact the Title I office at 390-2123.